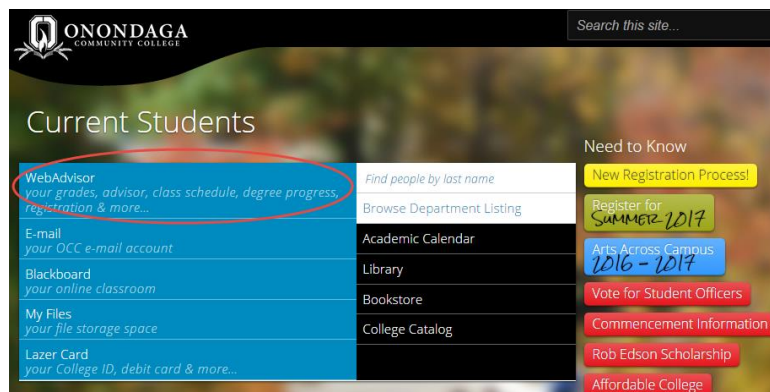


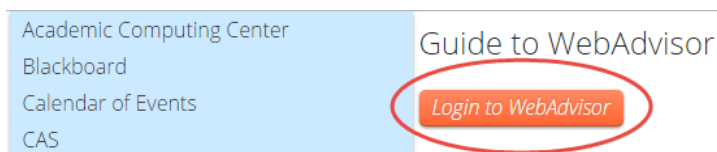


Register for Classes

1. First, go to www.students.sunyocc.edu
2. Click on **Web Advisor**



3. Click on **Login to Web Advisor**



4. Log in using your OCC username and password (If you do not know your OCC username and/or password, refer to the "To log into your OCC account for the first time" document)



Central Authentication

Enter your User Name and Password [CAS Login Help](#)

User Name:

Password:

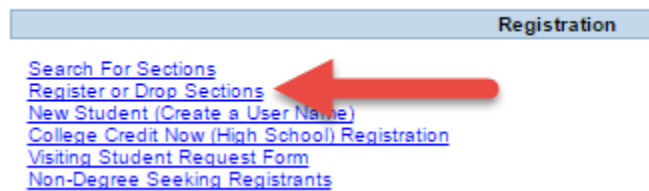
[Forgot Password?](#)

Warn me before logging me into other sites.

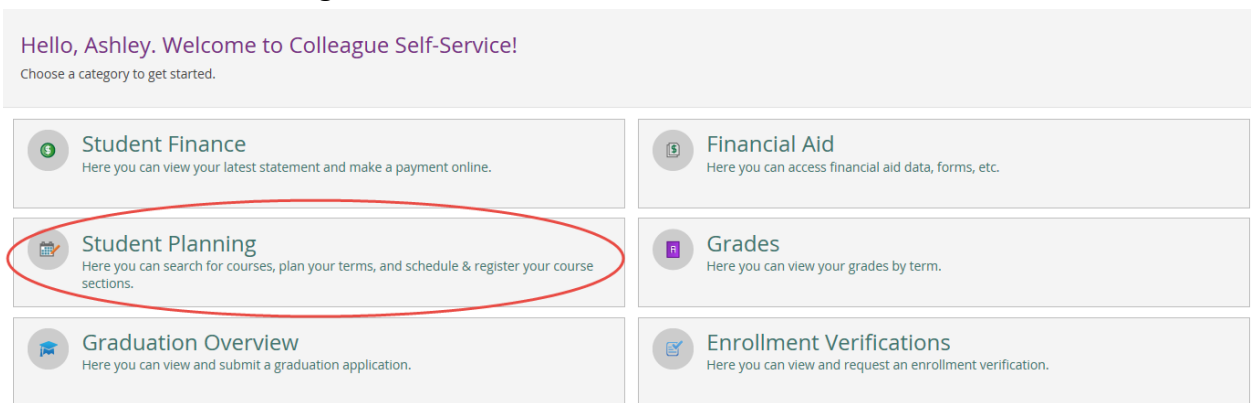
5. Click on **Students**



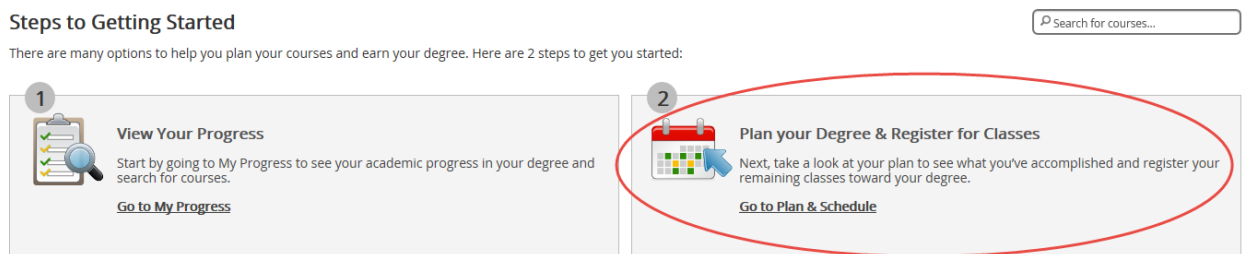
6. Under **Registration**, choose **Register or Drop Sections**



7. Choose **Student Planning**



8. Choose option two, **Plan your Degree & Register for Classes**

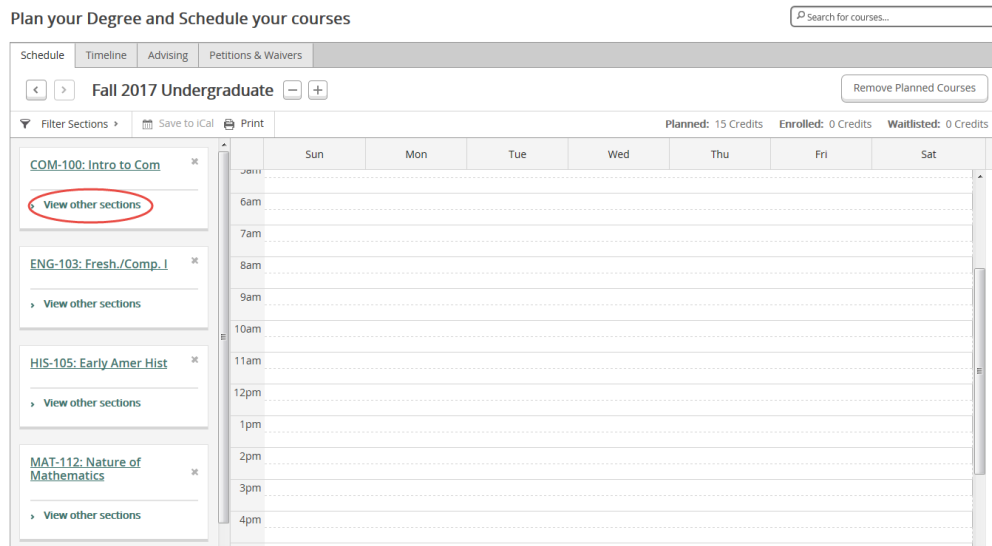


9. Make sure you see the correct term for registration. If you are currently enrolled in classes, this screen will automatically populate your current term. To find the term you are registering for, click the arrow circled below until you see the desired term.

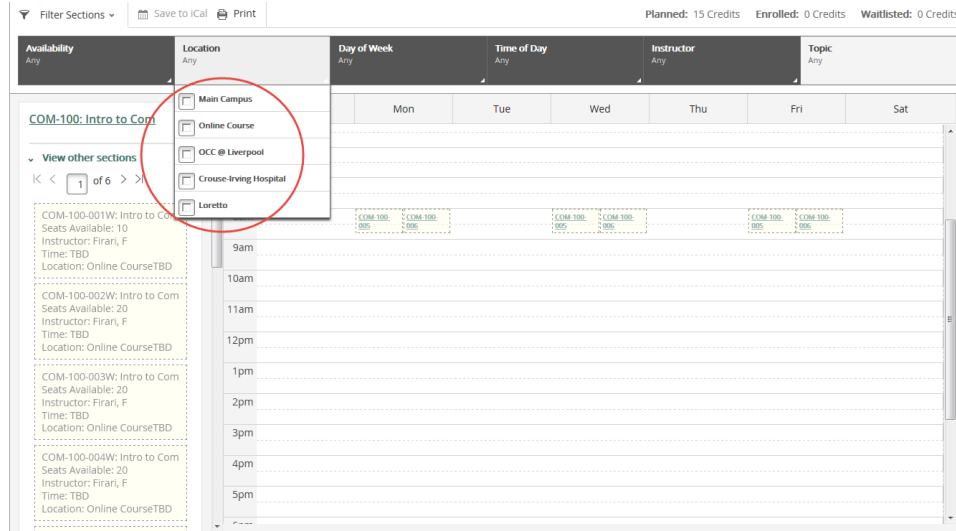
Plan your Degree and Schedule your courses



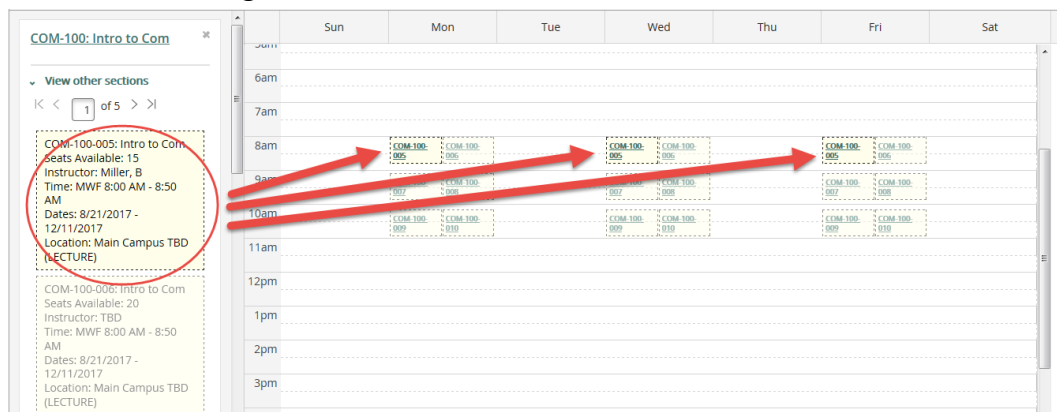
10. Once you select the appropriate term, you will see the courses your advisor approved for you on the left side of the screen. For the first course, click **View other sections** to see the available sections offered for this term.



11. All sections offered at our Main Campus, OCC @ Liverpool, and online will automatically populate in this search. If you know what location or if you want to take your classes online, be sure to edit the filter options shown below. Choose the location to only see those available sections.



12. For this example, we chose Main Campus. When hovering over a section on the left, you will see the respective section highlighted in the calendar. This section of COM 100, Intro to Communication is offered Monday, Wednesday, and Friday from 8:00am – 8:50am. You can read the course information on the left and also see the information in the calendar on the right.



13. Note: Most courses have multiple pages of sections offered. Be sure to move to the next page for additional sections.

COM-100: Intro to Com

View other sections

<< 1 of 5 >>

COM-100-005: Intro to Com
Seats Available: 15
Instructor: Miller, B
Time: MWF 8:00 AM - 8:50 AM
Dates: 8/21/2017 - 12/11/2017
Location: Main Campus TBD (LECTURE)

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am		COM-100-005	COM-100-005	COM-100-005	COM-100-005	COM-100-005	COM-100-005
9am		COM-100-005	COM-100-005	COM-100-005	COM-100-005	COM-100-005	COM-100-005
10am		COM-100-009	COM-100-010	COM-100-009	COM-100-010	COM-100-009	COM-100-010
11am							

14. When you find a section that fits with your schedule, click on that specific section.

COM-100-013: Intro to Com
Seats Available: 20
Instructor: TBD
Time: MWF 1:35 PM - 2:25 PM
Dates: 8/21/2017 - 12/11/2017
Location: Main Campus TBD (LECTURE)

Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
6am							
7am							
8am			COM-100-014		COM-100-014		
9am							
10am		COM-100-015	COM-100-016		COM-100-015	COM-100-016	
11am							
12pm							
1pm		COM-100-011	COM-100-012	COM-100-011	COM-100-012	COM-100-011	COM-100-012
2pm		COM-100-013		COM-100-013		COM-100-013	
3pm							
4pm							

15. Click Add Section

COM-100-013: Intro to Com
Fall 2017 Undergraduate

Instructors TBD

Meeting Information M, W, F 1:35 PM 2:25 PM
8/21/2017 - 12/11/2017
Main Campus, TBD (LECTURE)

Dates 8/21/2017 - 12/11/2017

Seats Available 20 of 23 Total

Credits 3

Grading Graded

Requisites None

Course Description This survey course introduces students to the general field of communication and rhetorical studies. The concepts, principles, and practices of Interpersonal Communication, Public Speaking, and Small Group Communication will be the focus.

Books Total

Close Add Section

16. You will now see this class has been planned on your schedule.

Plan your Degree and Schedule your courses

Search for courses...

Schedule | Timeline | Advising | Petitions & Waivers

Fall 2017 Undergraduate

Remove Planned Courses Register Now

Planned: 15 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

COM-100-013: Intro to Com

Planned

Credits: 3
Grading: Graded
Instructor: TBD
8/21/2017 to 12/11/2017
Seats Available: 20

Meeting Information

Register

View other sections

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
11am							
12pm							
1pm		COM-100-013	COM-100-013			COM-100-013	
2pm							
3pm							
4pm							
5pm							

17. Continue steps 10 – 16 for your remaining courses for this term. Note: You will not be able to register for two classes that are held at the same time or overlap in time. See the example below of a HIS 105 course that cannot be added to this schedule because COM 100 is already planned for the same time.

Filter Sections Save to iCal Print

Planned: 15 Credits Enrolled: 0 Credits Waitlisted: 0 Credits

HIS-105-004: Early Amer Hist
Seats Available: 33
Instructor: Wright, D
Time: MWF 1:35 PM - 2:25 PM
Dates: 8/21/2017 - 12/11/2017
Location: Main Campus TBD (LECTURE)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
8am		HIS-105-002	HIS-105-002			HIS-105-002	
9am			HIS-105-005		HIS-105-005		
10am		HIS-105-003	HIS-105-003			HIS-105-003	
11am			HIS-105-006		HIS-105-006		
12pm							
1pm							
2pm		HIS-105-004	HIS-105-004		HIS-105-004		
3pm							
4pm							
5pm							

18. Once you have planned all your courses, you are ready to register! Chose **Register Now**.

The screenshot shows a course planning interface for 'Fall 2017 Undergraduate'. At the top, there are navigation arrows and a 'Register Now' button circled in red. Below the header, there are options for 'Filter Sections', 'Save to iCal', and 'Print'. The main area is a weekly schedule grid with days of the week (Sun-Sat) and times (8am-2pm). Courses are planned in yellow boxes with checkmarks. A sidebar on the left shows details for 'COM-100-013: Intro to Com', including 'Credits: 3', 'Grading: Graded', 'Instructor: TBD', and 'Seats Available: 20'. A 'Register' button is visible in the sidebar.

19. You will be prompted to a screen regarding your Financial Responsibility Agreement. Please read carefully and if you choose to accept, you will be registered for your selected classes.

20. Your classes on the left side of the screen will show a green check mark and read, "Registered, but not started." Make sure all your selected courses show this message. You are now registered for classes!

The screenshot shows a course card for 'COM-100-018: Intro to Com'. The card has a green checkmark and the text 'Registered, but not started'. Below this, it lists course details: 'Credits: 3', 'Grading: Graded', 'Instructor: TBD', and '8/21/2017 to 12/11/2017'. There is a 'Drop' button and a 'View other sections' link at the bottom of the card.

For questions, please contact your Advisor or the Advising Center at (315)498-2904 or advisingcenter@sunyocc.edu.